



STATE
OF
GEORGIA

Application for RECORDS DISPOSITION STANDARD

OFFICE OF SECRETARY OF STATE
DEPARTMENT OF ARCHIVES & HISTORY
RECORDS MANAGEMENT DIVISION

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1. Application Date January 5, 1976		INSTRUCTIONS: See separate instructions for completion of front and reverse of this form. Sign original and two copies and forward to Department of Archives and History, Attention: Records Management Officer.		FOR RECORDS MANAGEMENT DIVISION USE Date Received: JAN 12 1976 Application No. 76-3 Date Completed: JAN 27 1976	
2. Agency Application No. 4110-001		3. AGENCY, Division, Subdivision & Administering Office Address Department of Education Division of Planning and Development Proprietary Schools Unit Room 312, 12 Mitchell St., Atlanta, Georgia		4. Person to Contact William L. Trussell	
				5. Working Title Supervisor	6. Tel. No. 656-2538
7. ACTION REQUESTED <input checked="" type="checkbox"/> ESTABLISH DISPOSITION STANDARD; RECORD WILL CONTINUE TO ACCUMULATE. <input type="checkbox"/> DISPOSE OF PRESENT ACCUMULATION; NO FURTHER ACCUMULATION ANTICIPATED.					
8. Earliest & Latest Dates of Series 1964 to date		9. Exact Series Title Closed Proprietary Schools Student Record Files			
10. What is the function of the office in which this record series is created? The Division of Planning and Development provides administrative support for the Office of Adult and Vocational Education in areas of comprehensive planning, securing federal vocational funds, overseeing the proprietary school program, monitoring vocational fiscal affairs, coordinating vocational facility construction, approving local system requests for vocational equipment purchases, and evaluation of applicants qualifications for vocational teaching certificates. The Proprietary Schools Unit regulates the establishment and operation of certain proprietary schools as provided by the Georgia Proprietary School Act (32-2301B).					
11. This file contains the following documents (include form numbers and titles, if any, and file arrangement). Documents relating to: Maintaining enrollment, performance, transfer, graduation, termination, and follow-up records on individuals who had made application for and/or were formally enrolled in various training programs in proprietary schools that have ceased operations. Included are: Student folders, with applications for admission, high school transcripts, acceptance and rejection forms, enrollment agreements, reference forms, personal data forms, student record cards, grade reports, and other records and miscellaneous correspondence. File is arranged: Alphabetically by school; thereunder alphabetically by student.					
ATTACH SAMPLES OF THE FILE					
12. EQUIPMENT OCCUPIED		No. of Drawers	Cu. Ft. of Records	ANNUAL RATE OF ACCUMULATION	
Letter-size File Drawers				2-1	
Legal-size File Drawers				Floor Space Occupied (Square Feet)	
records center boxes			55		
				AVERAGE DAILY REFERENCES	
				1	
				0	
				0	
				0	

QUESTIONNAIRE Place an "x" in the proper column. If answer is "YES," please explain

YES NO

13. Is this the Record Copy of the series? ☒ [X] ☐ []
14. Is there a duplication of this series in another office or agency? ☐ [] ☒ [X]
15. Is the information contained in this series ever summarized or published? ☐ [] ☒ [X]
Attach copy of summary or publication.
16. Does the series contain classified information requiring security handling? ☒ [X] ☐ []
45 CFR, Part 99: Privacy Rights of Parents and Students (PL 93-380, Sect. 513)
17. Does the series initiate, amend or terminate agency policies and procedures? ☐ [] ☒ [X]
18. Could the function be performed if the files were lost or destroyed? ☐ [] ☒ [X]
19. Is the series (or major portion of it) regularly microfilmed? If yes, why? ☐ [] ☒ [X]
20. Does the record series provide data as input to an EDP file? ☐ [] ☒ [X]
21. Does the record series contain documentation produced as EDP printout? ☐ [] ☒ [X]
22. Has the Federal Government issued instructions governing the retention/disposition of these files? ☐ [] ☒ [X]
23. Will there be a need for these records 10, 15 years from now? If yes, what? ☒ [X] ☐ []

24. REQUIREMENTS. The following requires the files to be kept 45 years:

- a. ☐ [] STATE LAW b. ☐ [] STATUTE OF LIMITATION c. ☐ [] AUDIT PERIOD d. ☐ [] FEDERAL LAW e. ☒ [X] ADMINISTRATIVE DECISION f. ☐ [] HISTORICAL VALUE
(Cite Law, Statute, or other reason for the retention requirement)

These records need to be kept to document individuals school completions or credits for employment or further training in some other school.

25. AGENCY RECOMMENDATIONS. This agency recommends that the file series be cut off at the end of each ☐ [] CALENDAR YEAR ☐ [] FISCAL YEAR ☒ [X] OTHER closure of school, then:

- ☐ [] Hold in the current files area month(s)/ year(s):
- ☒ [X] Transfer to ☒ [X] State Records Center ☐ [] Local Holding Area; hold 45 year(s):
- ☒ [X] Destroy.
- ☐ [] Transfer to State Archives for permanent retention.
- ☐ [] Destroy immediately after cut-off.
- ☐ [] Other: (Specify)

Retention of files for 45 years allows former students to secure documentation records of school credits or course completion during a student's life work span.

(Indicate briefly rationale for recommendations above/or write additional remarks):

Records Management Officer (Signature)	Date	OTHER REQUIRED SIGNATURES	DATE
Walker L. Baumgardner	1-5-76		
26. Recommendations in paragraph 25 are:	Agency Head/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	L. A. Lacey	1/6/76
	State Auditor/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	William M. Dixon	1-23-76
	Secretary of State/Designee <input checked="" type="checkbox"/> [X] Approved <input type="checkbox"/> [] Disapproved	Carroll Hart	1-21-76
	Attorney General/Designee <input type="checkbox"/> [] Approved <input type="checkbox"/> [] Disapproved	Robert Shell	1-23-76

STATE RECORDS
COMMITTEE